

Missouri State Library

Show Me *Express*

Published by Secretary of State Jay Ashcroft

June 12, 2018

Show Me Express features time-sensitive information about State Library programs and current news of interest to the Missouri library community.

Show Me Steps to Continuing Education Grant Opportunities

Show Me Steps to Continuing Education is an LSTA grant program for Missouri library personnel to participate in training opportunities when local funds cannot finance the entire cost. This grant is open to staff from public, school, academic and special libraries. Individuals may attend regional, state or national workshops, conferences, seminars, etc.

Upcoming conferences include, but are not limited to:

- [Archives and Records Conference](#) (CoSA, NAGARA, SAA) in Washington, D.C. from August 12-18, 2018
- [Association for Library Service to Children National Institute](#) in Cincinnati, Ohio, from September 27-29, 2018
- [International Conference on Digital Preservation](#) in Boston, Maine, from September 24-27, 2018
- [Association of Tribal Archives, Libraries, and Museums](#) in Prior Lake, Minn., from October 8-11, 2018
- [Digital Library Federation Forum](#) in Las Vegas, Nev., from October 15-17, 2018
- [Internet Librarian 2018](#) in Monterey, Cali., from October 16-18, 2018
- [YALSA's 2018 Young Adult Services Symposium](#) in Salt Lake City, Utah, from November 2-4, 2018
- [Library Marketing and Communications Conference](#) in St. Louis, Mo., from November 14-15, 2018

Libraries also have the option of bringing a trainer to the library for staff in-service training.

Applications for [individual training events](#) are accepted two to nine months prior to the continuing education event. Applications for [group training events](#) are accepted three to 12 months prior. The application forms are available online under [LSTA Grant Application Forms](#). Questions about the grant program may be directed to Lisa Stock at lisa.stock@sos.mo.gov or (800) 325-0131.

New Books from the Missouri State Library

[36 Workshops to Get Kids Writing: From Aliens to Zebras](#) by Annmarie Hurtado

[Artsy Toddler Storytimes: A Year's Worth of Ready-To-Go Programming](#) by Carol Garnett Hopkins

[Young Adult Literature, Libraries, and Conservative Activism](#) by Loretta M. Gaffney

[Comics, Graphic Novels, and Manga: The Ultimate Teen Guide](#) by Randall Bonser

[Wonderfully Wordless: The 500 Most Recommended Graphic Novels and Picture Books](#) by William Patrick Martin

[Managing the Digital You: Where and How to Keep and Organize Your Digital Life](#) by Melody Condrón

[The Library Security and Safety Guide to Prevention, Planning, and Response](#) by Miriam B. Kahn

[Finding the Answers to Legal Questions](#) by Virginia M. Tucker and Marc Lampson

[The Library: A World History](#) by James W.P. Campbell and Will Pryce

We are pleased to offer direct borrowing from the Missouri State Library (MOSL) to Missouri public library directors and branch managers for continuing education and professional development.

MOSL public library cards are issued in the name of the library director or branch manager. Directors and branch managers are encouraged to borrow items for use by any of their library's staff with this card.

To get a MOSL library card, visit <http://mostate.libguides.com/reference/card> and fill out an application. For assistance in obtaining a card, replacing a card or for additional information, call or email the Missouri State Library Reference Services Division at (573) 751-3615 or libref@sos.mo.gov.

Upcoming Continuing Education Opportunities from the State Library

Adult Learning Webinars on June 14 and 28

Adults learn differently than children and teenagers, yet many programs rely on K-12 teaching techniques, leaving both adult learners and instructors frustrated. In this two-part webinar, Lisa Stock, Adult Services Consultant with the Missouri State Library, will cover the specific ways adults learn, how to design programming to ensure greater understanding and engagement, and practical ways to apply adult-centered learning theory and instructional techniques to a variety of settings.

Part 1: The Adult Learner on Thursday, June 14, at 10 a.m.

In part one, participants will explore the unique characteristics of adult learners. Registration is online at [The Adult Learner](#).

Part 2: Instructional Design for the Adult Mind on Thursday, June 28, at 10 a.m.

In part two, participants will learn practical instructional strategies to increase adult patrons' learning experiences. Registration is online at [Instructional Design for the Adult Mind](#).

These webinars will be [archived](#) for those who are unable to attend the live session. Direct questions about the webinar to Lisa Stock at lisa.stock@sos.mo.gov.

Human Resources Practices Part One: Human Resources Laws webinar on Tuesday, June 19, from 2–3 p.m.

Jenny Andrews and Karlie Hinman, of Sikich HR Consulting, will present information on human resources laws. This will be a high level overview of the key HR laws that every manager,

supervisor, and HR personnel must know and comply with including Fair Labor Standards Act, Family Medical Leave, Leaves of Absence, Age Discrimination in Employment Act, Civil Rights Act of 1964, Title VII, COBRA, Equal Pay Act, GINA, etc. Registration is online at [Human Resources Practices Part One](#). This webinar will be [archived](#) for those who are unable to attend the live session. Direct questions about the webinar to Becky Wilson at becky.wilson@sos.mo.gov.

Identifying and Meeting Community Needs webinar on Thursday, June 21, from 10-11 a.m.

In a complex and disruptive environment, libraries have an opportunity to strengthen the social fabric in a digital age, creating connections, collaborations, and helping communities to build the world – or at least their corner of it – as they would like it to be. Erica Freudenberger, of Southern Adirondack Library System, will share with attendees how to empower the communities they serve by helping them identify and multiply resources through strategic collaborations; develop inclusive plans that encourage citizens to become active agents in our democracy; and adapt local, sustainable strategies allowing them to innovate and thrive, so that libraries may as well. Registration is online at [Identifying and Meeting Community Needs](#). This webinar will be [archived](#) for those who are unable to attend the live session. Direct questions about the webinar to Becky Wilson at becky.wilson@sos.mo.gov.

Human Resources Practices Part Two: Personnel Policies and Effective Communication webinar on Friday, June 22, from 10-11 a.m.

Jenny Andrews and Karlie Hinman of Sikich HR Consulting, will present information on personnel policies and effective communication. This will be an overview of the Human Resources and Personnel Law Handbook, sample policies, forms, and best practices in effective communication. Registration is online at [Human Resources Practices Part Two](#). This webinar will be [archived](#) for those who are unable to attend the live session. Direct questions about the webinar to Becky Wilson at becky.wilson@sos.mo.gov.

Human Resources Practices Part Three: Hiring and Evaluating Employees webinar on Tuesday, June 26, from 10-11 a.m.

Jenny Andrews and Karlie Hinman, of Sikich HR Consulting, will present information on hiring and evaluating employees. The hiring process can be a prolonged, laborious task filled with legal minefields and common practices that seem innocent but may in fact lead to claims of discrimination. What are the key legal issues related to hiring? What best practices can help you avoid liability when interviewing and hiring applicants? We'll also look at reference checks and how they can help you avoid negligent hiring claims. It is equally important that you understand the timeline for completing the I-9 form and other new hire documents. With the benefit of this knowledge, you can avoid costly mistakes and ensure that all stages of the hiring process are fair and legally compliant. Registration is online at [Human Resources Practices Part Three](#). This webinar will be [archived](#) for those who are unable to attend the live session. Direct questions about the webinar to Becky Wilson at becky.wilson@sos.mo.gov.

Human Resources Practices Part Four: Discipline and Terminating Employees

webinar on Thursday, June 28, from 2-3 p.m.

Jenny Andrews and Karlie Hinman, of Sikich HR Consulting, will present information on discipline and terminating employees. Firing an employee is probably management's most unpleasant task. Most managers delay termination as long as they possibly can. They find reason after reason to avoid "the moment of truth." And, finally, when they do get around to it, they frequently mishandle the termination, creating a variety of unnecessary problems for themselves and for their organizations. This webinar will target the progressive disciplinary process, performance improvement plan and termination process with a focus on the risks involved. Registration is online at [Human Resources Practices Part Four](#). This webinar will be [archived](#) for those who are unable to attend the live session. Direct questions about the webinar to Becky Wilson at becky.wilson@sos.mo.gov.

To be placed on the email list to receive **Show Me Express**, subscribe [online](#), or contact the Missouri State Library at (800) 325-0131.